



City of Seattle  
Department of Planning and Development

## **Preparing and Sending a Digital Version (.pdf file) of an Early Design Guidance (EDG) or Recommendation Packet to DPD**

The Department of Planning and Development (DPD) is cataloguing in a database all Design Review materials, including 11" x 17" Early Design Guidance and Recommendation packets. Digital copies enable easy file sharing and storage, including posting on the web.

At least five (5) business days in advance of a project review by a Design Review Board (or Design Review planner, in the case of projects subject to administrative review), the applicant should submit to DPD a .pdf version of an EDG or Recommendation packet in addition to the hard copies that are also required.

To create and send the .pdf file, please follow these specs:

### **1. Formatting:**

The .pdf version of the packet should look like the hard copy version:

- a. Maintain the 11"x17" format.
- b. Keep the pages in order, beginning with the cover sheet as page 1.
- c. Keep all colored graphics or text in the .pdf document. Do not convert .pdf file to black and white or grayscale.

### **2. Saving:**

The .pdf file should be optimized for easy transfer and downloading:

- a. Save the packet as one .pdf file. Do not break into multiple .pdf files.
- b. Reduce the file so its size is as small as possible yet the document retains its legibility on the screen and in print. All page layout and graphics programs have the ability to compress files and create .pdf versions of them without affecting the original file. Adobe Acrobat Professional's "pdf optimizer" tool (Advanced>PDF Optimizer) is often a good way to optimize the size of an existing .pdf file.

As a rule of thumb, most .pdf files of packets created of a typical length (up to 40 pages) are between 5 and 20 MB.

- c. The .pdf is best created from an existing electronic file. For those who prepare EDG and Recommendation packets without the use of a computer and page layout software, copy shops can scan a hard copy of a packet and burn a .pdf file onto a CD.

### **3. Transmitting to DPD:**

Transmit the .pdf file 5 days in advance of review by the Design Review Board (or planner in case of administrative review).

For a .pdf file up to 2GB, transmit over the web for free. Go to DPD's webpage for file submission: [dropbox.yousendit.com/dpd](https://dropbox.yousendit.com/dpd) Follow the onscreen instructions. In the subject line, write "Design Proposal Packet for XXXXXXXX" (where XXXXXXXX is the project number assigned by DPD).

If you do not have web access, then burn the .pdf file to a CD and mail to:

Brandi Barker  
Department of Planning and Development  
700 Fifth Ave., Suite 2000  
P.O. Box 34019  
Seattle, WA 98124-4019

--or--

hand-deliver c/o Brandi Barker to the 22<sup>nd</sup> floor receptionist at the address above

Technical questions about creating or transmitting the PDF? Contact [tom.iurino@seattle.gov](mailto:tom.iurino@seattle.gov)